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Personnel



**AMARC CIVIL SERVICE EMPLOYEE OF THE
YEAR AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Program*. It establishes procedures for and describes the special awards program sponsored by the Military Affairs Committee, Tucson Metropolitan Chamber of Commerce and administered by the Aerospace Maintenance and Regeneration Center (AMARC). It outlines the eligibility, nomination and selection processes and applies to all AMARC personnel.

SUMMARY OF CHANGES: Deletes reference to team nominations and updates office symbols.

1. GENERAL . This award is set up to recognize outstanding AMARC civilian employees who contributed significantly to mission accomplishment; involved in special Center or base activities, programs or projects; directly contributed to the furtherance of aviation history; or participated in community activities that help promote better relations between the military installation and the Tucson community. In recognition of this, the AMARC Civil Service Employee of the Year Award is designed to:

- 1.1. Acknowledge "over and above" mission-related accomplishments.
- 1.2. Recognize quality improvements in work environment or work processes that create personnel or monetary savings resulting from employee initiatives.
- 1.3. Foster and encourage, through recognition, continuing sensitivity to and support for the base, community, and other agencies engaged in preserving aviation history.

2. ELIGIBILITY AND SELECTION CRITERIA. All AMARC employees are eligible for this award. The determining factors in selecting nominees and ultimate award winners are:

- 2.1. Outstanding mission accomplishment.
- 2.2. Successful completion of special programs or projects.
- 2.3. Contributions made to the base or community and the benefits or results achieved.
- 2.4. Physical labor, research or administrative assistance resulting in furtherance of aviation history and heritage retention.

3. NOMINATION PROCEDURES :

- 3.1. Period Covered. Nominations should normally cover the preceding calendar year. Significant contributions made in previous periods, but not recognized, should be included for consideration to avoid slighting any deserving employee.
- 3.2. Who Submits Nomination. Any AMARC employee may submit any other AMARC employee for this award.
- 3.3. Format. Nominations will be prepared in narrative form as outlined in attachment 1. They should be factual and state concisely the contribution and achievement but need not be lengthy. Limit narrative to one single-spaced, typewritten sheet.
- 3.4. When and Where to Submit. In November of each year, the Plans and Programs Directorate, Communication Management Division, Information and Publications Branch (XP11) will issue an announcement requesting submission of nominations for subject award and establish a suspense date the first week in December. Nominations will be submitted directly to XP11.

4. SELECTION OF AWARD WINNER . The selection board will be comprised of all directors, one union representative, and chaired by the executive director. The board will review all nominations and make the final selection. The command section will notify the winner. XP11 will notify the organization that submitted the winning nomination to prepare paperwork (AF Form 3032, *Certificate of Achievement* and AF Form 1001, *Award Recommendation Transmittal*). The command section will present these awards to the winner prior to the Military Affairs Committee Luncheon.

5. AWARD RECOGNITION AND PRESENTATION . XP11 will coordinate with the Military Affairs Committee the time, date, and location of the award presentation and notify the award winner, supervisor, director, and command section. The winner and supervisor will be the luncheon guests of the Military Affairs Committee.

- 5.1. Preceding the award presentation at the Military Affairs luncheon, the winner's supervisor or the AMARC Commander will say a few words about the winner's accomplishments.
- 5.2. The Military Affairs Committee will have the winner's name engraved on the amarc Civil Service Employee of the Year Award trophy displayed in the AMARC trophy case in the Kachina Conference Center.

FOR THE COMMANDER

KAREN M. MANSFIELD
Chief, Communication Management Division

Attachment 1

NOMINATION FORMAT

NOMINATION FOR AMARC CIVIL SERVICE EMPLOYEE OF THE YEAR AWARD

NAME:

PRESENT ORGANIZATION:

BRIEF BIOGRAPHY (Limit to 10 lines):

ACHIEVEMENTS/CONTRIBUTION:

NOMINATED BY: _____

(Name/Organization)